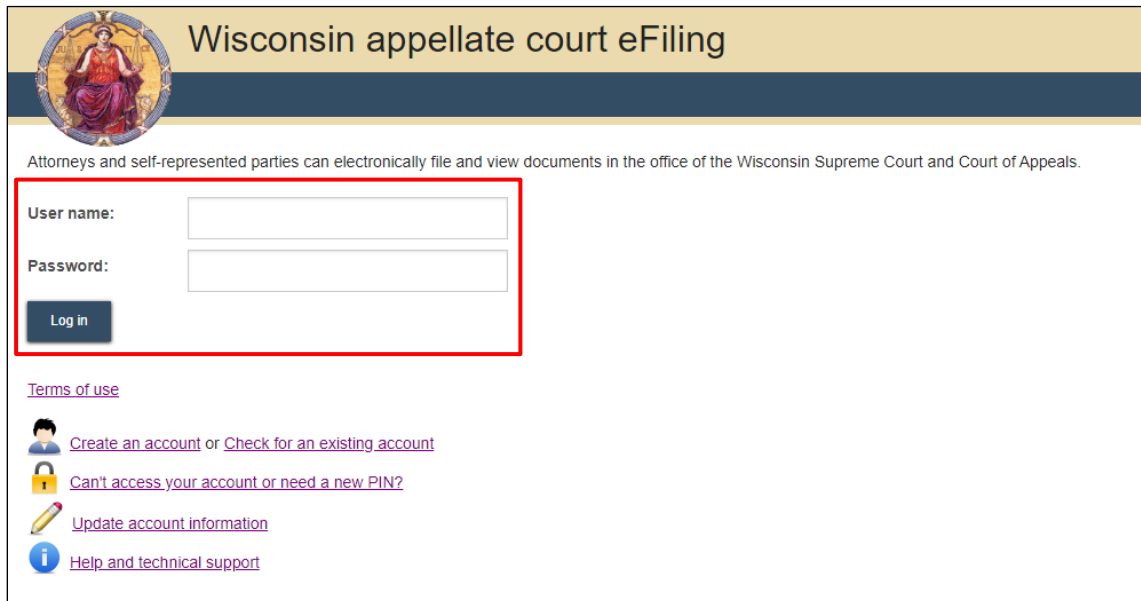


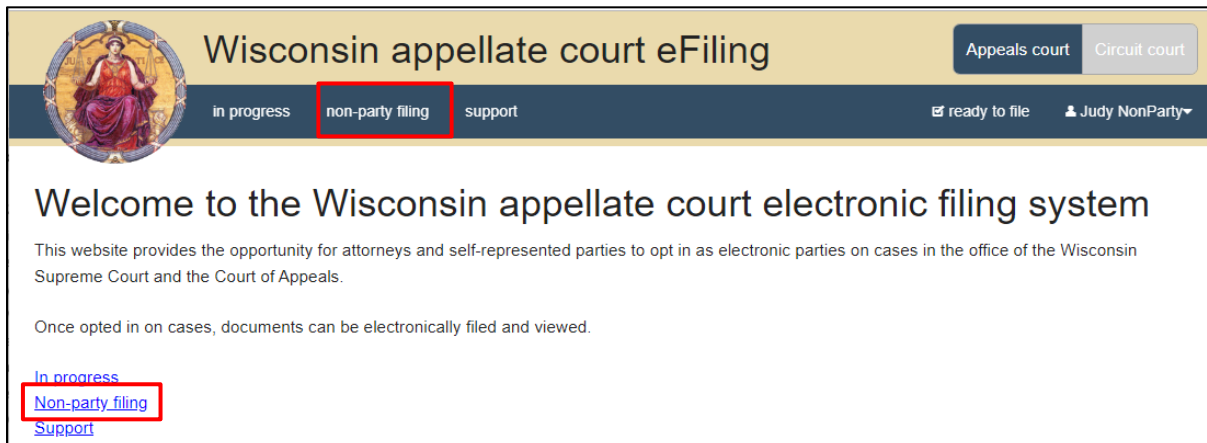
## eFiling on an existing appeals case as a non-party filer

The non-party filing feature is available to users with eCourts account types of “Self-represented party,” “Wisconsin attorney,” “Pro hac vice attorney,” and “Non-party filer.” However, this guide is specific to users with the account type “Non-party filer,” who file only using the non-party feature. If you do not have an eCourts account, please follow the steps in the [“Creating an eCourts Account”](#) user guide and select the account type of “Non-party filer” during account set-up.

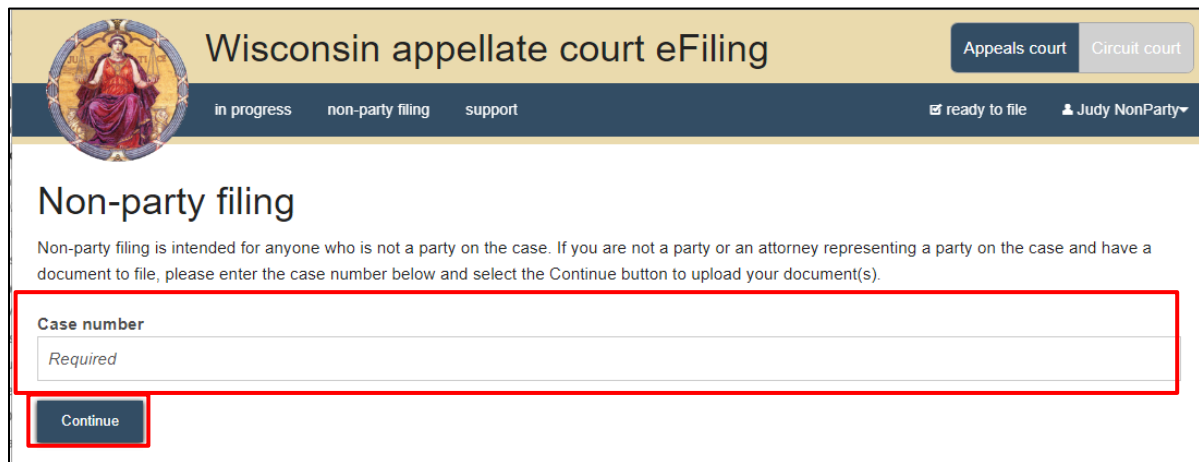
1. Visit the eFiling website at <https://acefiling.wicourts.gov/>. Enter your eCourts user name and password, and select the **Log in** button.



2. Select the **non-party document filing** link from either the main navigation or the bottom-left menu.



3. Enter the appeals case number in the **Case number** field. Select the **Continue** button.




**Note:** Case numbers must be entered without dashes or spaces.

4. Select the **Upload documents** button to browse for and upload the document you wish to file. Review the bulleted list to ensure your documents are formatted properly.



5. From the **Document type** drop down, select the correct document type, and enter a descriptive title in the **Document title** field. Select the **Continue** button.



Wisconsin appellate court eFiling

Appeals court
Circuit court

in progress
non-party filing
support

ready to file
Judy NonParty

Upload documents

Continue
Cancel

**Note:** An accurate and descriptive title is beneficial for identifying documents. The title entered here is visible to the courts. Select the *Corrected* checkbox if the uploaded document is a new version of a previously filed document. Only certain document types allow for a corrected version to be uploaded. Select the *File name* link to view an uploaded document. Select the *Remove* link to delete an uploaded document.

- On the **Ready to file** page, select the checkbox next to the filing(s) you wish to submit or select the checkbox next to **All filings** to submit all filings for Supreme Court and Court of Appeals filings. Then select the **File** button.



The screenshot shows the 'Ready to file' page of the Wisconsin appellate court eFiling system. The header includes the Wisconsin state seal, the title 'Wisconsin appellate court eFiling', and tabs for 'Appeals court' and 'Circuit court'. A navigation bar contains links for 'in progress', 'non-party filing', and 'support', along with a 'ready to file' button and a user profile for 'Judy NonParty'. The main content area is titled 'Ready to file' and contains a section for 'All filings' with a red box around the checkbox. Below this, a specific filing is listed: 'Non-party filing for: 2020AP000068' with a red box around its checkbox. The documents listed are 'Guardian ad Litem Brief - Brief from Guardian ad Litem', with 'Edit Delete' links. A red box is also around the 'File' button at the bottom left.

7. The **Filings submitted** page lets you know that your filing(s) has been submitted successfully.



The screenshot shows the 'Filings submitted' page of the Wisconsin appellate court eFiling system. The header is identical to the previous page. The navigation bar includes additional links: 'new filing', 'in progress', 'my cases', 'opt in', 'notifications', 'non-party filing', and 'support'. The user profile is now 'Jane Smith'. The main content area is titled 'Filings submitted' and contains the message 'Your filing(s) have been submitted successfully to the court'. A red box is around the title and message. A 'Return to main menu' button is at the bottom left.

8. After you submit your filing, it is transmitted to the Supreme Court and Court of Appeals office and processed by the clerk. You will receive an email confirming your documents have been filed once they are accepted by the court.